

OFFICIAL

Attachment 1.2-C - Professional Medical and Support-
ing Staff

State of Connecticut

St. Conn Tr. 3/25/74 Incorp. 5/16/74 Effective 11/28/73

Professional Medical and Supporting Staff

Director Welfare Medical Care Administration

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1. Administrative responsibility of Medical Care Unit.
2. Administrative responsibility for Planning, Developing, and implementing all Title XIX, State and Federal Medical Programs.
3. Assists Commissioner and Deputy Commissioner in areas involving medical care.

Ass't Director Welfare Medical Care Administration

1. Administrative responsibility for functional control of Medical Care Unit.
2. Assists the Director in planning, developing, and implementing all Title XIX, State and Federal Medical Programs.

Social Worker (In capacity of Ass't Medical Coordinator)

1. Complete responsibility of all field activity involving General Hospitals, State Hospitals, Skilled Nursing Facilities, Intermediate Care Facilities and related areas.
2. Assists the Director and Ass't Director in developing and implementing medical programs.

Chief Medical Social Services

1. Assists the Director and Ass't Director in planning, developing, and implementing all medical programs.
2. Assists in the interpretation of State and Federal Laws, develops and writes manual material relating to Title XIX and the medical assistance program.

Chief of Medical Services (3/4 Time State Employee)

1. Supervises review operations of seven contract Medical Consultants.
2. Reviews and supervises review of all requests for prior authorizations for Medical Services, Prosthetic devices, Diet requests, Transportation requests, AD - MD - ADC - incapacity medical reviews, Psychiatric services, and requests for placement in Special or Out of State institutions.

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Medical Consultants - 8 on contract

1. Review request for prior authorization as listed above for Medical need of service.
2. Review medical information to determine medical eligibility for AD - MD and ADC incapacity programs.
3. Reviews Hospital Bills (W-285) and requests for Extended Hospital Stay (W-609).

Senior Medical Consultant (½ Time State Employee)

1. Supervises Review operations involving Hospitals, Skilled Nursing Facilities, and Intermediate Care Facilities. Besides himself the unit has 3 Doctors, 3 Registered Nurses, and a Medical Social Work Consultant.
2. Review of all Hospital Bills, requests for Extended Hospital Stays, Admissions to S.N.F. and review for continuation of need (requires on sight review for quality and level of care).

Medical Consultants - 2 on contract

1. Onsite Patient Review in Skilled Nursing Facilities (and Intermediate Care Facilities in the near future) for quality and level of care. (Mandated by Federal Government)

Registered Nurses - 3 on contract

1. Onsite review of all Title XIX patients in Skilled Nursing Homes (and I.C.F.'s in the near future) for quality and level of care.
2. Recording and reporting results of reviews.

Medical Social Work Consultant

1. Works with Patient Review Teams in onsite reviews for quality and level of patient care in Skilled Nursing Facilities.
2. Arranges for movement of patients when lesser level of care is determined or Facility closes or changes license.
3. Records and reports activity.

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Pharmacist

1. Supervises and reviews all areas involving Drugs.
2. Acts as consultant to Patient Review Teams doing onsite reviews.
3. Plans and develops Title XIX and Medical Assistance Drug Programs.
4. Does onsite audits of Pharmacies.

Pharmacist

1. Reviews drug billings and Doctor billings which involve dispensing of Drugs.
2. Does onsite Audit of Drug Stores.

Dental Consultant

1. Reviews all dental requests for prior authorization (W-507).
2. Plans and develops programs involving dental procedures.

Optometric Consultant

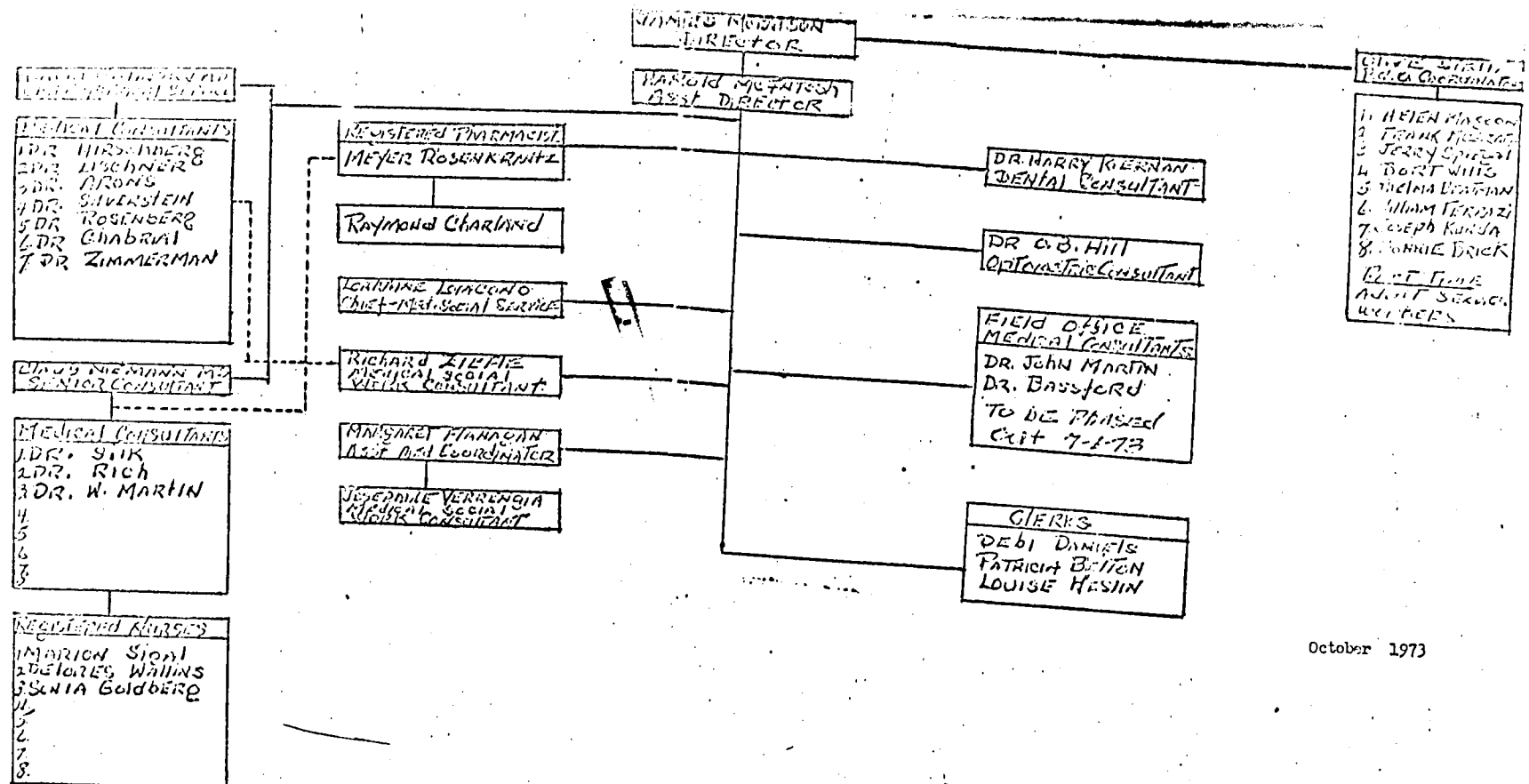
1. Reviews all requests for prior authorization for Eye Glasses.
2. Plans and develops programs involving Optometric procedures.

Steno II

1. Transcriptionist, Typist
2. Sorting and distributing mail
3. Distribution of prior authorization forms
4. Recording approvals and disapprovals
5. Filing
6. Maintenance of Attendance Records
7. Answering Telephone
8. General Secretarial duties for Unit

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Typist II

1. Typing
2. Recording and distributing prior authorizations for Dental Consultant
3. Filing and answering telephone

Typist II

1. Typing
2. Sets up and maintains medical packets for MPT - AD - ND- ADC Incapacity.
3. Distributes completed MPT packets
4. Answers telephone
5. General Clerical duties for Unit

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